



DEPARTMENT OF WATER RESOURCES EXAMINATION ANNOUNCEMENT



The Department of Water Resources offers Equal Opportunity for all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

STAFF INFORMATION SYSTEMS ANALYST (SPECIALIST) DEPARTMENTAL PROMOTIONAL

FINAL FILING DATE **January 14, 2013**

Application forms (STD 678) must be postmarked or submitted in person no later than the final filing date. Applications postmarked or submitted in person after the final filing date will not be accepted for any reason. **FAXED APPLICATIONS WILL NOT BE ACCEPTED.**

**WHO SHOULD
APPLY**

Applicants must have a permanent civil service appointment with the Department of Water Resources as of the final filing date, **January 14, 2013**;

Or

Must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992; or must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

HOW TO APPLY

Examination Applications (Form STD 678 Rev. 6/2010) may be mailed or submitted in person.

MAILING ADDRESS:

Department of Water Resources
P.O. Box 942836
Sacramento, CA 94236-0001

SUBMIT IN PERSON:

Department of Water Resources
1416 9th Street, Room 320
Sacramento, CA 95814

DO NOT SEND APPLICATIONS TO THE DEPARTMENT OF HUMAN RESOURCES OR DEPARTMENT OF WATER RESOURCES' FIELD OFFICES. Applications are available at Department of Water Resources' (DWR) offices, the DWR website: www.water.ca.gov/jobs/currentexams.cfm, local office of the Employment Development Department, the Department of Human Resources (Cal HR), and their website: www.jobs.ca.gov

**IDENTIFICATION
REQUIRED**

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

**SPECIAL TESTING
ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark the appropriate box in Question 2 of the "Application for Examination". You will be contacted to make specific arrangements.

SALARY RANGE

\$5065 - \$6466

**ELIGIBLE LIST
INFORMATION**

A departmental promotional eligible list will be established for the Department of Water Resources. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

EXAMINATION DATES

The entire examination will consist of a Qualifications Appraisal Interview. It is anticipated interviews will be held **February/ March 2013**.

**REQUIREMENTS
FOR ADMITTANCE
TO THE
EXAMINATION**

NOTE: All applicants must meet the minimum qualifications for this examination by the final filing date, **January 14, 2013**.

Either I

One year of experience in the California state service performing duties comparable to an Associate Information Systems Analyst (Specialist) or an Associate Information Systems Analyst (Supervisor).

Or II

Two years of progressively responsible analytical experience performing a variety of information technology systems analysis, design, development, installation, implementation, procurement, or technical support duties in connection with information technology systems, multifunction office automation systems, microcomputer systems, or teleprocessing networks or analysis of operational methods and designing information technology systems to meet desired results. At least one year of this experience must include leadership on an information technology project, or participation with other analysts on information technology systems studies of complex nature or broad scope.

Or III

Thirty semester units or 45 quarter units of graduate work in information technology-related coursework from a recognized college or university.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

POSITION DESCRIPTION	Under general supervision, acts as a project leader on complex information technology studies or systems, works on complex information technology systems problems, and serves as the advanced technical specialist performing complex analytical studies and activities on complex information technology systems, projects, and/or teleprocessing networks/systems.
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Positions exist Statewide with the Department of Water Resources.

EXAMINATION INFORMATION	This examination will consist of a Qualifications Appraisal Interview – Weighted 100% . In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.
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SCOPE OF EXAMINATION	<p>Qualifications Appraisal Interview – Weighted 100.00%</p> <p>In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. Principles of public administration, organization, and management.2. Information technology systems equipment, software, and practices.3. Analytical techniques.4. Technical report writing. <p>B. Ability to:</p> <ol style="list-style-type: none">1. Analyze information and situations, identify and solve problems, reason logically, and draw valid conclusions.2. Develop effective solutions.3. Apply creative thinking in the design of methods of processing information with information technology systems.4. Monitor and resolve problems with information technology systems hardware, software, and processes.5. Establish and maintain effective working relationships with others.6. Communicate effectively.
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VETERANS PREFERENCE	Veterans Preference Credit will not be granted in this examination.
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GENERAL INFORMATION

The Department of Water Resources reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

For any examination without a written feature it is the candidate's responsibility to contact the Selection Services Section of the Department of Water Resources, (916) 653-4838 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Water Resources' (DWR) offices, the DWR website: www.water.ca.gov/jobs/currentexams.cfm, local office of the Employment Development Department, the Department of Human Resources (CAL HR), and their website: www.jobs.ca.gov

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

If a candidate's notice of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test, and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. **California Relay Telephone Service** for the Deaf or hearing impaired: From TDD phones: 1-800-735-2929; From Voice phones: 1-800-735-2922.

For information regarding this examination, please contact Patrice Yang at (916) 653-6330.

D/P (Rev. 12/12)
(PNY)